

STATE
OF
GEORGIAApplication for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.				Date Received	Application No.
3. AGENCY, Division, Subdivision & Administering Office Address Transportation Agency Accounting No. 2 Capitol Square Atlanta Ga 30334		4. Person to Contact Wilbur Pate		SEP 11 1972 246 SEP 18 1972	
7. ACTION REQUESTED		5. Working Title Accountant IV			
8. Inclusive Dates 1956 - to date		9. EXACT SERIES TITLE Payroll Adjustment Register File			
10. What is the function of the office in which this record series is created The function of the office in which this record series is created is to audit payroll source documentation to assure its validity while being processed for record and payment. This function of internal control allows for fewer mistakes.					
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any and file arrangement Payroll Adjustment Register File - Consists of adjustments made to payroll for changes in the basic payroll from one pay period to the next. Documents included in the file are payroll adjustment form 1-8 (pr 1-8) and a computerized listing of such. It is a chronological arranged multicolumnar file.					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				20	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
shelving			60	In Office(s) In Storage Area(s)	
				2 30	
				This Year's Last Year's Preceding Year's All Prior Years	
				3 1 1 0	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

- 13. Is this the Record Copy of the series? ☒ [X] ☐ []
- 14. Is there a duplication of this series in another office or agency?
in Earnings Report & Payroll Papers 1 thru 8 Files ☒ [X] ☐ []
- 15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ []
- 16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
- 17. Does the series document policies and procedures of agency's operation or function? ☐ [] ☒ [X]
- 18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]*X*
- 20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ []
- 21. Does the record series contain documentation produced as EDP printout? ☒ [X] ☐ []
- 22. Is the series affected by Federal or grant funds? ☐ [] ☒ [X]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 0 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

This series is used as and administrative tool for balancing and control purposes.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold year(s), then: Destroy.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series		Records Management Officer	Date
26. Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>John J. Kitchens</i>	8-9-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i> Secretary of State / Designee	9-11-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll West</i>	9-8-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert W. Shedd</i> Dept. of Law	9-18-72

Questionnaire - Payroll Adjustment File - Explanation of Yes answers
to Questions 14-23

- (14) The series is duplicated in part by the Earnings report and Payroll Papers 1-8 file but not in its entirety.
- (15) The adjustment register itself is a summary of adjustments made to a payroll for one particular period.
- (18) It would be possible to reconstruct the file from the Earnings Report and Payroll Papers 1-8 File.
- (20) The Payroll Papers 1-8 are used as input into an EDP File.
- (21) Part of the record series itself is an EDP Printout, the Adjustment Register. The payroll period 1-8 also are used to update an earnings report tape before checks and a check register may be printed by the computer system.